



## JOB DESCRIPTION

Position Title: **Manager**

Working Title: **Water/Wastewater Manager**

Class Code: 4501 Exempt

EEO Code: 01

Effective Date: 8/30/02

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### **Major Function**

Professional and administrative work responsible for directing the operations of the Water and Wastewater Division of the Environmental Services.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Plans, organizes, and direct the repair, maintenance, operation, of the county-owned water and wastewater facilities; and recommends all necessary capital improvements. Coordinates work activities for assigned personnel for operations and maintenance of all treatment facilities and the system infrastructure.

Prepares and maintains annual budget and monitors expenditures for the Water and Wastewater Division.

Initiates and effectively recommends for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary, and/or commendatory actions for assigned personnel.

Assists the Department Director by providing technical expertise on divisional projects. Reviews engineers plans and specification for system improvements.

Prepares and submits required reports on Division activities or responds to request for data or technical opinions, as required.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Extensive knowledge of the principles and practices of water and wastewater operations.

Ability to evaluate information, makes decisions, and coordinate programs efficiently. Ability to communicate effectively both orally and in writing. Ability to deal tactfully and effectively with County Managers, supervisors, subordinates, other County personnel and the general public.

Bachelor's Degree in Business, Science, Engineering or related field, and four (4) years experience in the administration in the water resources area including experience in water and wastewater facilities operation

This position is an appointed service classification.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

Incumbents in this classification work in an office environment, with some fieldwork following up on programs and projects. Incumbents perform most duties sitting at a desk or table and may be required to stand for prolonged periods of time when working in the field.